App. F. IX-4

Previous References.
Pris 113-42 (1-2)

1943.44
(Prisons)

File No. 14-43

Serial Nos. 5, 8, 9, 10

Later References.
Pris 45-44 (1-2)
Pris 76-44 (1-2)

PRESERVED

GENERAL AND REVENUE SECRETARIAT

Serial Nos. Four.

Part B for April 1944

SUBJECT

Continuance of the post of an additional Clerk for the Office of the I.G. of Prison

G.O. No. P.S. 703-04 Pris 14-43-1067 14-3-1944
To The I.G. of Prisons in Mysore.
The Comptroller & Govt. Throughfare

H.C. Secretary
dt 14-4-44

6381 P

From, Secy Govt of Mysore,

Letter No 867-9 dated 24th Septr 1943 regarding the circumstances stated, sanction to continue the appointment of the additional clerk for a period of one year from the 30th Septr 1943

— II —

1) Submitted for orders with a draft G.O sanctioning in the circumstances explained by the Dy. Financial Secy may be consulted.

27/9/43

27/9/43

Law Secy)

2) may be sanctioned for six months. The necessity may not last longer

28/9/43

3) In view of the release of the large number of detenus, there seems to be no necessity to continue the post

4) The G.O. pitching

as noted above

5) A dft letter to the Govt enclosed.

11/10/43

6) Submitted to the Govt with [illegible] prisons Cash No 2-138 dated 13-10-43

13/10/43

SECRETARIAT 28 SEP 1943 MYSORE

FINANCE 28 SEP 1943

TYPE 11 MAR 1944 GE

GENL & REV. DEPTT 1 OCT 1943

PRISONS (2 33)

Continuation Sheet. File No. / Current No. Continuance of an additional Clerk of Office of the Dy Inspr of Prisons Page

From, The Dy Inspr of Prisons,

Letter No. 867-11 dated 4 Nov 1943 stating that the recent release of a large number of detenus, has not resulted in any reduction of work in his office & that the Continuance of the services of the additional Clerk for one year from 30th Sept 1943 is necessary

7) Kind reference is invited to the Financial Secy's note at para 3 of the notes supra. The file may be submitted to him now

8) Submitted 22/11

14/11/43 Law Secy

Fin Secy

9) Accs 22-11-43 Submitted 23/11

(2) I believe that there must have been a considerable reduction of work in the Office of the Dy Inspr of Prisons due to the closing of a number of Sub-Jails and lock-ups, and also of the release of the political detenus. The terms of the Sanction expired on 30-9-43.

In view of the request of the D. G, the terms may be extended till the end of this month

WD 01809—GPB—60,000—26-1-43

11) Ask the S. Secy to write to the D. G. 4-12-43 Submitted

Ex'd 01 of Chart

Govt 7-12-43

SECY. LAW DEPT 10) 6 * 22 NOV. 1943 * GOVT OF MYSORE

FINANCIAL SECRETARY U.O No FI 2333 23. NOV. 1943 MYSORE

Continuation Sheet. File No. Addl Press 3320 (3
Current No. Clerk for the D.I.'s Office of Page.

12) Draft letter to Secretary Dept of Prisons & Detach for appl
6
9/12/43

13) Done JWW 9/12

TY
1 J DEC. 1943
GE... CTT.

9/12/43

Issued letter No P 4126 dated 21. 12. 1943 to the Dept of Prisons

Form,

The Dept of Prisons,

Letter No. 867-15 dated 28th Feby 1944 stating that the release of detenus has resulted in the reduction of work in the jails & lock-ups and not in his office and that in view of the increase in the work of his office the continuance of the addl. clerk as a permanent measure is necessary

---

14) Submitted The permanent strength of the D.I.'s office is three hands, viz, one Head Clerk, one Record Keeper and one accountant, with a typist. The list of the items of work attended to by each of them shows that some relief is necessary for them by way of re-distribution of the work with an additional hand. It is a fact that papers are not promptly attended to &

Continuation Sheet. File No. 634 / Current No. Proms Continuance of addl Clerk (4) of Page.

answered by the Ld's office. As such the continuance of the additional hand appears to be essential for the efficiency of the office.

The file may be submitted to the Finance Secy with reference to the point raised by him at para 6 of the order supra

6/3 (Law Secy)

11/3 Jun 11/3

Fin Secy 27/2

Can 2-3-44 JMW 2/3

Can 7-3-44

Six months have expired May be sanctioned for one year

Can 7-3-44 JMW 7/3

8/3

Can 10-3-44 JMW 10/3

OFFICE OF THE MINISTER FOR REVENUE & LAW 8 MAR 1944 No. 5494.

FINANCIAL SECTION 4439 GOVT OF MYSORE

Draft-Yadgir Land-14

14b 15/3 14b-15/3

Bangalore

Dated 6 0 No P 5703-04 dated 14. 3. 1944

243/44

GOVERNMENT OF MYSORE.

OFFICE OF the Inspector-General of Prisons
in Mysore, Bangalore

RECEIVED 25 SEP 1943

No. 867-9. Date 24th Sept. 43

To
The Secretary to the Government of
His Highness the Maharaja of Mysore
Law Department, Bangalore.

SECT. LAW DEPT. GOVT OF MYSORE 25 SEP 1943

Pris 14-43-5

Sir,

Adverting to the Government Order No. P. 6933-34/Pris.113-42-2 dated the 31st March 1943 sanctioning for my office, the post of an Additional Clerk on a pay of Rs.40-2-60 per mensem for a period of 6 months, I have the honour to state that the term of the appointment expires on the 30th of this month. As the volume of work in the Office still continues to be heavy, I request sanction to continue the appointment for a further period of one year from 30th September 1943.

I have the honour to be,
Sir,
Your most obedient servant

Inspector-General of Prisons.

(2

Appendix F. G.—1] X

SUBJECT Continuance of the post of an additional clerk for Office work

Section Prisons
File No. 4-43
Serial No. —

Diary No. of letter replied to

Copy No. P. 138

To

General and Revenue Secretariat

( )

the *194*

The I G of prisons

Date of issue 13-10-43

Subj:— X

Signed by [illegible]

Sir,

With reference to your letter No:- 867-9 dated 24 & Sept. 43 on the above subject, I am directed to request you to State whether in view of the release of the large number of detenus, there is a necessity to continue the post of the additional clerk.

List of enclosures

Copied by

An early reply in the matter is requested.

I have etc

Examined by

for Secretary to Govt
Law Departt

WD 04161—GPB—60,000—24-10-41

C. F. No. 46]

GOVERNMENT OF MYSORE

No. 867-11
Encls.

OFFICE OF the Inspector-General of Prisons in Mysore, Bangalore.

Date 4th November 1943.

To

The Secretary to the Government of His Highness the Maharaja of Mysore, Law Department, Bangalore

SECY. LAW DEPT. 1943 GOVT OF MYSORE

Sir,

Subject:- Continuance of the post of an additional clerk for this office.

With reference to your letter No. P. 138/Pris. dated 13th October 1943 on the above subject, I have the honour to state that as already explained in my letter No. 867-9 dated 24th September 1943, the continuance of the post of additional clerk sanctioned in Government Order No. P.6933-34/Pris. 113-42-2 dated 31st March 1943, is called for by the increased work in my office. There are only three clerks sanctioned for my office and it is felt extremely difficult to cope with the increasing work with this meagre staff. The ~~various~~ reforms recently sanctioned by the Government on the recommendations of the Prisons Reforms Committee have devolved additional work and the necessity for continuing the services of the additional clerk is keenly felt. The release of detenus has only resulted in reduction of work in the Jails and Lock-ups but has not affected the volume or nature of work in my Office. I therefore request that sanction be accorded to the continuance of the post of additional clerk for one year from 30th September 1943.

I have the honour to be,
Sir,
Your most obedient servant,

Inspector-General of Prisons.

(4

Appendix F. G.—1]

SUBJECT..... Continuance of the additional Cutcherry Officer of Sylhet Sadr .....

Section Pers

File No. 14-43

Serial No. —

Diary No. of letter replied to.....

No. 4126

To

General and Revenue Secretariat

( )

the *194*

The Collr of Sylhet

Sir,

Date of issue... 21-12-43 .....

Signed by..... Mr M-Kay.

With reference to the Correspondence ending with letter No. 967-11, dated 7th November 1943, on the above subject, I am directed to enquire ~~request you to kindly state~~, if ~~there was not~~ in view of the considerable reduction of work in your office due to the closing of a number of Sub Jails ~~& the~~ the release of the detenus ~~and if in lieu of it~~, the post, mentioned in question, ~~may be continued till~~ the end of December 1943 only.

I am,

Sir,

Your obedient servant,

List of enclosures.....

Copied by.....

8/12/43

Examined by.....

WD 0411—GPB—60,000—24-10-41

9/12/43

Asst Secy

for Secy to Govt

31 **GOVERNMENT OF MYSORE**

638/43 (5)

No. 867-15 Encls. per Encls 2

OFFICE OF the Inspector-General of Prisons in Mysore, Bangalore.

Date 26th February 1944. 28th

To

The Secretary to the Government of His Highness the Maharaja of Mysore, Law Department, Bangalore.

Pris 14-43-9

Sir,

Subject:- Continuance of the additional Clerk - Office of the Inspector-General of Prisons.

With reference to your letter No 4126 dated the 21st December 1943 on the above subject, I have the honour to state that as already explained in my letters Nos. 867-9 dated the 24th September and 867-11 dated the 4th November 1943, the continuance of the post of additional clerk sanctioned in Government Order No F 6933-34/Pris. 113-42-2 dated the 31st March 1943 is necessary due to the increased work in my Office. Formerly there were 5 hands working in my Office viz., a Manager, a Head Clerk, a Record-keeper, an Accountant and a clerk. The last place of clerk on Rs. 30/- was abolished, the work being distributed among the rest of the clerks. Later on, the post of Manager was also abolished, his work being ordered to be attended to by the Head Clerk. At present there are only three clerks and a Typist in my Office and it is felt extremely difficult to cope with the increasing work with this meagre staff. Due to the varied changes introduced in the Prison system on the basis of recommendation made by the Prison Reforms Committee, the Ministerial work in the Office has increased. I enclose a list of the duties performed by these three clerks and it may kindly be observed from the list that each of the clerks is over worked.

I find that in the interest of efficiency and to facilitate prompt despatch of work, the services of the additional Clerk to be both an Assistant to the Head Clerk and to relieve some of the duties of the Accountant is absolutely necessary. The release of the Petenus has only resulted in reduction of work in the Jails and Lock-ups but

(6

but has not affected the volume or nature of work my Office I therefore request that sanction be accorded to the continuance of the post of additional clerk already sanctioned, on a permanent basis. extra cost involved to be met from savings under Establishment charges - 19 Jails, 2 Jails and Lock-ups

I have the honour to be,
Sir,
Your most obedient servant,

Inspector-General of Prisons.

(7

Duties to be attended to by the staff of the Office of the Inspector-General of Prisons.

The Head Clerk.

1. He shall maintain in his own hand the office cash book.
2. He shall revise all drafts and dispose of all papers properl and promptly and in accordance with orders passed on them.
3. He shall do case work and be responsible for the general efficiency of the whole Office
4. He shall himself open all covers received by post or messenger, indicate in what manner each one may be disposed of, obtain orders and distribute them to the officials concerned for being attended to, accordingly.
5. He shall prepare administration report of the Department annually.
6. He shall see that all returns etc., dut to and from the Office are received or despatched on due dates without unnecessary delay
7. The custody etc., of the confidential reports on the working of graded Officers to ~~the~~ sent to Government
8. He shall attend to the correspondence on and custody of the confidential reports received from Jails on the upper subordinate staff as per Rule 75 of the Mysore Jail Manual.
9. He shall keep the cash chest and shall be responsible for the correctness of its contents.
10. He shall ~~xxxxxxxxxxxxx~~ attend to the filling up of vacancies that occur in the Department and maintain the vacancy register as per rules
11. He shall maintain gradation list of the officials of the department and fill up vacancies according to seniority
12. He shall attend to the papers that relate to the sanction of tenders for supply of articles required in the Jails at Mysore and Bangalore.
13. He shall attend to the correspondence relating to the reinstatement of officials, suspended, dismissed etc.
14. He shall check the accounts of the Bangalore Central Jail and the Mysore Jail during the Inspector-General's annual inspection of these Institutions.
15. He shall maintain the office order book and book of contingent charges and office attendance Register
16. He shall attend to the papers relating to the Prison Reform Committee recommendations and submit proposals for sanction of Government, suggest amendments to the Jail and Lock-up Manual.

The Record-Keeper.

1. Shall maintain files of correspondence.
2. Register and returns
3. Spare copies of printed proceedings.
4. Monthly volumes of proceedings.
5. Keep series of publications and Gazettes separately, till they are complete, for being bound and take orders for binding them.
6. Maintain copies of reports on the administration of Jails and Lock-ups in the State and of foreign provinces.
7. Maintain copies of up-todate departmental rules
8. Maintain Files.- The papers shall be arranged by subjects and a file opened for each subject which should receive a file number which should run in annual series.
9. Maintain an index register of files, each file should be indexed alphabetical
10. The index should be up to date as new files are opened
11. Putting up of facing sheets to each file and contents written up in the facing sheet
12. Preserving the registers, returns and other records carefully
13. He shall attend to the work of maintaining the records properly and see that they are kept tidy and protected from damp, insects etc
14. He shall attend to the sorting of records, draw up a list of records ripe for destruction during the year and after scrutiny and orders by the Head Clerk, destroy them after obtaining his initials in the register maintained for the purpose.

15. In addition to this he shall attend to the duties of the Head Clerk whenever he goes on leave or whatever other work is entrusted to him.

The Accountant.

1. He shall maintain the current Register.
2. The compilation of Budget Estimates of receipt and expenditure of the Department.
3. The checking and compiling of Annual returns.
4. The preparation of statistical statement for the revenue and finance accounts.
5. The checking of annual returns of fixed establishment of Jails and Lock-ups and the preparation of the Annual return of the fixed establishment of this Office with accompaniments.
6. The checking and compiling of the Quarterly statements of
   1- Fresh men entertained.
   2. Promotions given
   3. Dismissed officials.
   4. Pending pension applications.
7. The preparation of Quarterly, half-yearly and annual statement of escapes and recaptures, prisoners surrendered outside the state and Criminal Lunatics confined.
8. He shall attend to all other returns and statements due to and from the office.
9. He shall attend to all correspondence touching the above and see that the various returns and statements he has to work at are received in time from subordinate offices and despatched to Government on due dates.
10. He shall maintain an up-to-date list of furniture.
11. An up-to-date list of the members of the Establishment
12. Maintain contingent Register, Acquittance roll of the Office.
13. He shall prepare contingent bill, pay bill and T.A. bills of the Office.
14. He shall maintain the Stationery Stock Register, Issue book and maintain the accounts of Stationery.
15. He shall attend to the Checking of D.C.Bills, Contractor'sbills of the Jails and submit them to the Comptroller after counter-signature.
16. He shall attend to the despatching of letters and maintain the Current Register for the purpose.
17. He shall maintain tappal book, Muddam book and an upto date list of Registers of the Office.
18. He shall maintain the accounts for service postage labels.
19. He shall attend to the maintenance of Ledger book of Monthly Returns, Credit and Expenditure statements,
20. He shall be in-charge of all books and Publications and maintain an up to date of Catalauge of books.
21. He shall check the indents received for prisoners clothing required in Jails and Lock-ups.
22. He shall check and pass the indents for uniform articles required for Jails and Lock-ups.
23. He shall check the annual bill of cost of the maintenance of C & M. Station prisoners arms and ammunitions, stationery articles and registers and forms required for Jails and Lock-ups.
24. He shall attend to the half yearly statements of the C.R.B.
25. He shall maintain the Service Registers and the character books of the officials of the department up-to-date.
26. He shall assist the Head Clerk in checking the comparative statements received with the tenders.
27. He shall insert Addenda or Corrigenda slips in Accounts and Jail Manuals.
28. He shall be in charge of Office reference books and see that those books are up-to-date.
29. He shall at the time of Annual inspection of the Jails by the Inspector-General assist Head Clerk in checking the accounts.
30. He shall maintain the token book and the Treasury Register and help the Head Clerk in disbursing the pay.

(9

31. He shall attend to the Treasury work and encash cheques of the Office.
32. He shall in addition to these perform any other duty assigned by the Head Clerk.

M E. McClelland.
for Inspector-General of Prisons.

(10

G. R. S. App. F VI—G. 2

SUBJECT.....

.....

.....

5 copies

Diary No. of letter replied to .....

Section. Pris

File No. 14-43

Serial No. 10

General and Revenue Secretariat.

( )

the *194*

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 14-3-44 194

Signed by Mr. M.K. Gaf N

Read— G.O No. P. 6933-84/Pris 113-42-2 dated 31. 3. 1943 sanctioning the post of an additional clerk on a pay of Rs 40-2-60 in the office of the Dy Commr for a period of 6 months ~~Correspondence ending with~~ 2. Letter No. 867-15 dated 24. 2. 1944 ~~24. Sept. 1943~~ from the Deputy Commr ~~Order thereon.—No.~~ regarding in the creation of an additional Clerk referred to in the G.O read above (~~for a period of one year from the 30th Sept. 1943~~) on a permanent basis

ordered that Sanction be accorded for a further period of one year from 30. 9. 1943 for the expenditure of Rs 57.03.0 4

May this be—

(i) printed ?

(ii) treated as a Standing Order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the Press ?

(vi) published in the Gazette, Kannada Part ?

(11

involved, will be met out of the
Sanctioned Grant of the Prison Dept
in the current year's budget and
necessary provision will be made
in the budget of the next year

cw
26/4
Sec/War. Local Dept

To
The Dep of Prisons
The Comptr to Govt Bengal. F.C

6 :
25/9

List of Enclosures

Copied by

Examined by

WD 04162—GPB—60,000—23-10-41